

## Public Records Requests

The state of Washington's Public Records Act ("PRA" or "the Act") ([Chapter 42.56 RCW](#)) was adopted by initiative of the people in 1972 to open government records to the public. The Washington State Investment Board (WSIB) believes in the importance of the public's right to know about its operations and activities. Many public documents are available on the WSIB's website. Please use the search function to locate particular documents or to look at information relating to a specific WSIB program or activity.

## How To Request Public Records

If you do not find the information you seek on the WSIB's website you may submit a public records request using an optional Request for Records form ([insert a hyperlink to form here](#)) or by faxing mailing a paper copy that includes the following:

1. Requestor's name, address, email and phone
2. The date of the request
3. The specific nature of the request, including:
  - As precise as possible, a description the requested records (title, subject, date, etc.)
  - The number of copies being requested
  - Correct mailing and/or email addresses to which the information should be sent
  - Date by which the records are needed

Please note that copying charges may apply.

The Act requires that the public records requested are "identifiable." A requestor satisfies the "identifiable record" requirement when he or she provides a "reasonable description" of the record which would enable a WSIB employee to locate the requested records. Only records that are exempt by law may be withheld from disclosure.

## Response Time

Within five business days after receiving your request, the WSIB will:

1. Provide the record(s); or,
2. Acknowledge receipt of the request and provide a reasonable estimate of how long it will take to search for and produce the records;
3. Acknowledge receipt of the request and ascertain whether the records being sought pertain to the interests of a third party and disclosure could potentially adversely affect the interests of that third party. If so, pursuant to [RCW 42.56.540](#), the WSIB may notify the third party of the request to give them the opportunity of seeking a court injunction intervene and seek an exemption from disclosure. Should the WSIB feel it prudent to notify a third party of the request, the recovery and release process could be delayed. Deny the request in writing; stating the reasons for the denial (this could also include a denial of part of your request and granting the remainder). By statute, [RCW 42.56.520](#), the WSIB will cite the specific exemption from disclosure it relies upon in denying your request.

## Exemptions from Disclosure

The WSIB reserves the right to determine that a public record requested is exempt, in whole or in part, under the provisions of chapter 42.56 RCW or other applicable provision of law. The WSIB carefully evaluates requests to determine if we can legally release the records for the reasons given. If a request is denied, the WSIB will explain why and identify the specific law that exempts the records from disclosure. Allowable exemptions are detailed in [RCW 42.56.050](#), [42.56.210](#), and [42.56.270](#). These exemptions are generally intended to prevent invasion of privacy and the use of public records for personal, commercial or political gain. They include, but are not limited to:

- Information regarding agency personnel, such as social security numbers, home phone numbers, home addresses, resumés and employment applications.
- Data, the disclosure or information of which if disclosed could result in private gain and/or public loss.
- Drafts and intra-agency memos that express an opinion, formulate policy, or make recommendations.
- Correspondence between WSIB staff and the Attorney General's Office.
- Financial and commercial information supplied to the WWSIB related to the investment of public trust or retirement funds the disclosure of which would result in loss to the trust funds or private loss to the providers of the information is exempt under [RCW 42.56.270\(6\)](#).
- The WSIB is prohibited by statute from disclosing lists of individuals for commercial purposes pursuant to [RCW 42.56.070\(9\)](#).

- Exemptions outside the Public Records Act also restrict the availability of some documents held by WSIB for inspection and copying; to include, though not limited to, Chapter 19.108 RCW (Uniform Trade Secrets Act) and [RCW 5.60.060](#) (attorney-client privilege).

In addition, the WSIB reserves the right to delete identifying details when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by the Act.

### Notice to Affected Third Parties of a PRR

[RCW 42.56.540](#) allows an interested third party to seek to prevent the disclosure of a public record by asserting that the record is exempt from disclosure under the Act. Through its many relationships with current or potential business partners across the globe the WSIB frequently comes into possession of documents that are considered by those businesses to be either confidential, proprietary and/or subject to The Uniform Trade Secret Act. Upon receipt of a PRR that could potentially affect the interest of a third party the WSIB will notify that third-party.

### WSIB Public Records Manager

Pursuant to [RCW 42.56.580](#) the following contact information for the WSIB's Public Records Manager is provided as follows:

#### John Lynch

Contracts and Public Records Manager  
Washington State Investment Board  
2100 Evergreen Park Drive SW  
PO Box 40916

Olympia, WA 98504-0916

Email: [publicrecordsrequest@sib.wa.gov](mailto:publicrecordsrequest@sib.wa.gov)

Phone: 360.956.4748

Fax: 360.956.4775

### Requests for Information or Holdings

While, the WSIB must provide access to existing, identifiable records in our possession, the agency is not required to collect information or organize data to create a record that doesn't exist at the time of the request. Furthermore, the WSIB is not required to respond to questions, conduct research, or to give information that is not the subject of a then existing and identifiable public record. A question is not a public disclosure request.

### Public Records Index

State agencies are required to maintain an index of selected records. The following public records index is a broad list of the types of records maintained at the WSIB. Administrative Plans, Working Files, Reports and Survey Results

- Business Plans
- Complaints, Policy or Procedural
- Employee Information File, Supervisor's Copy
- Executive Calendars
- Final Opinions and Orders
- General Requests for Information
- Minutes and Files of General Office Meetings
- Minutes and Files of Policy-Setting Meetings
- Newsletters and Bulletins, Internal and External
- Official Correspondence
- Papers of Executive Direction
- Plans, Routine
- Policies and Procedures
- Project Files
- Public Disclosure Act, Requests and Appeals
- Reference Files
- Reports, Annual, Biennial, and Ad Hoc
- Rules and Regulations (Washington Administrative Code)



- Speeches and Writings
- Statistical Reports
- Studies and Operational Plans
- Subject Files
- Subject Files, Executive Level
- Audit files
- Legislative Bill Files, Request Legislation, and related Correspondence
- Affirmative Action Plans, Goals & Reports
- Job Specifications
- Training and Development Files (State Employees, Contractors, and Customers)
- Budget Development, Allotment, and Expenditure Files
- Agency Financial Reporting System (AFRS) Reports
- Cash Receipts Records
- Disbursement Reporting System Reports
- Financial Reports, Fiscal Year End, Agency Copy
- Assorted other accounting records and files
- Facility Management Subject Files
- Leases
- Space Allocation Planning Files
- Telecommunications Service and Order Requests
- Purchasing Receiving, and Inventory Records
- Mail Pickup and Delivery Records
- Management Analysis and Records
- General and Unique Records Retention Schedules
- Record Disposition Notices, Agency
- Administrative Plans, Working Files, Reports and Survey Results
- Policies and Procedures, General Office, Routine
- Equipment Inventory Records
- Network Records
- Production Statistics
- SCAN Account Detail Report
- System Documentation
- System Service Requests